

Student Name (Last, First) \_\_\_\_\_ Homeroom \_\_\_\_\_

## INTERNET ACCEPTABLE USE POLICY

### St. Vivian School

#### USER (STUDENT & ADULT) AGREEMENT FORM

- I have read the terms and conditions of the Internet Acceptable Use Policy.
- I understand that Internet access is provided for educational purpose(s) only.
- I agree to abide by the terms and conditions stated in the Internet Acceptable Use Policy. Additionally, I will be responsible for the consequences of inappropriate Use of the Internet which may result in the suspension or revocation of my Internet Privileges.

User Name (print) \_\_\_\_\_ School \_\_\_\_\_

Use Signature \_\_\_\_\_ Date \_\_\_\_\_

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#### Parental Permission Form

I have read the terms and conditions of the Internet Acceptable Use Policy and give permission for my son/daughter to access the Internet in accordance with the provisions of the policy.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## St. Vivian School

### **ACCEPTABLE USE**

Internet usage must be in support of education and academic research, and consistent with the educational objectives of St. Vivian School and the Archdiocese of Cincinnati. Use of network's or computing resources of other organizations must comply with their rules.

### **PRIVILEGES**

The Internet Coordinator, librarian, and/or teacher as representatives of St. Vivian School are delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time.

### **MONITORING**

St. Vivian School reserves the right to review any material in a user's file.

### **SECURITY**

No user should ever use another person's account, even with that person's permission. Contact the Coordinator for help in gaining access to resources through your own account.

If a student is caught using or attempting to use another users' account or does not follow St. Vivian Internet/Library and Computer Lab Guidelines, he/she will receive 10 discipline points and loss of computer privileges for 30 days for a first time infraction. For a second infraction, the student will receive 10 points and the loss of computer privileges for 365 days.

Any user who identifies a security problem must notify the Coordinator, librarian or teacher – user may not attempt to correct the problem.

### **NO WARRANTIES**

On a global network such as the Internet, it is impossible to confine student access to only appropriate materials. Certain Internet sites contain material that is unacceptable. Although the Internet provider has a firewall, a persistent user may discover such material. The student is responsible to inform the Coordinator, librarian, or course instructor so that this can be corrected.

If an Internet resource is of a questionable nature, the responsibility rests with the student to check with the coordinator, librarian, or teacher to determine if the student should access that resource.

St. Vivian School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet services.

### **MISCELLANEOUS INTERNET/LIBRARY AND COMPUTER LAB GUIDELINES**

- Students must remain at assigned computer
- Students will receive assignment from teacher
- If others are waiting, limit use to 15 minutes.
- Students word processing files may only be used in the Computer Lab or classroom.
- Students may not participate in "chat rooms" or send/receive personal-mail at school
- Information transmitted over the Internet, including e-mail is not private. System operators have access to all mail and other files. Messages relating to or in support of illegal activities may be reported to the authorities.
- Any type of vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data belonging to another user, the Internet, or any of the agencies or other networks that are connected to the Internet. This includes the creation, uploading or downloading of computer viruses.
- Students may not turn computers on or off.
- Students may not download or upload programs.
- Students are not allowed to save to the hard drive unless directed by supervising adult.
- Never reveal personal addresses or telephone numbers over the Internet.

### **AGREEMENT FORM**

The attached Internet Agreement Form governs the user's access of the Internet resources with a school account, school sponsored account, or adult personal account accessed with school equipment; and/or on school premises. The signed form must be on file at the school before Internet Access is permitted. Signed the form indicates that the user will abide by the rules governing Internet and computer lab use as stated in this Internet Acceptable Use Policy and will not hold St. Vivian School, its personnel and/or the Archdiocese of Cincinnati or any of its personnel liable in the event of breach of this policy by the user.

St. Vivian School reserves the right to alter these rules and consequences.

**Please keep this policy sheet for your reference**